

#201 – 319 Governors Court  
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Bill To:

Webinar	Dates & Times (1)	Description	Participant(s) Name & Email (2)	Price Per Site
Adjustments (Payroll 4.2)	October 1 <sup>st</sup> <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course will review several scenarios to help you understand what types of employee adjustments are needed, when they are needed, and how to enter them.		\$140
Shifts to be Filled (Scheduling 4.2)	October 8 <sup>th</sup> <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course is designed for anyone responsible for scheduling. We will review all the steps required for covering shifts. We will show you how to effectively use the Shifts to be Filled page with all the new features and enhancements.		\$140
Record of Employment (Payroll 4.2)	October 15 <sup>th</sup> <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course will show you how to export the ROE and submit the ROE online to Service Canada		\$140
Report Writer (Payroll 4.2)	October 22 <sup>nd</sup> <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course will show you how to interpret the report setup. Copy and modify reports. User filters and sorting as well as the more advanced features available in the Payroll Report Writer.		\$140
Setting up a new Operator (EMS 4.2)	October 29 <sup>th</sup> <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course is designed for the user responsible for setting up new operators of the system. In this class we will explain all fields in the Operator Page and what impact they will have on user access.		\$140

**Note (1):** All class are approximate 1 hour in length. Check desired class time. The duration of each webinar may vary depending on the number of participants and the questions asked.

**Note (2):** Please include an email address. We will email the link for accessing the webinar via *GoToMeeting* along with the course materials prior to the class.

**Space is limited so be sure to register early! 24 hour cancellation notice required.**

Subtotal:	
GST:	
Balance Due:	